

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

**POSITION VACANCY ANNOUNCEMENT 12-013a Open Date: 30 November 2011 Close Date: 29 December 2011**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #12-015A)**

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: ADMINISTRATIVE SUPPORT TECHNICIAN**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: SSgt/E5  
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SSgt/E5**

**ORGANIZATION/LOCATION: 175<sup>th</sup> WING, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899**

**SEQUENCE: # 539071**

**SALARY:** Full Military Pay and Allowances, depending on rank and longevity of selectee.

**WHO MAY APPLY: OPEN TO ONBOARD AGR MEMBERS OF THE MARYLAND AIR NATIONAL GUARD ONLY.**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and resolution, process Officer and Enlisted evaluations, send out school letters to NPS and PS members, process appointment letters, process official memorandum, process incoming and outgoing personnel, and oversee the mail distribution.. Assignments are given with information on general administrative changes, deadlines, and priorities. Performs other duties as assigned.

## AFSC

**AFSC: 3D0X1.** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the AFSC Specialty Qualifications defined in AFI 36-2101, Enlisted Classification. Enlisted members may be selected without an awarded 3-level in a compatible duty AFSC but **must agree in writing to attend the first available 3-level formal technical training course and continue to make satisfactory progress in retraining.** Refer to ANGI 36-101, Chapter 5, Para 5.2.1.1. for more specific information regarding this requirement. Applicants must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECDD, dtd 31 October 2009, Attachment 4.

## SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. Relocation expenses will not be paid.

## APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

**Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!**

Forward application and attachments to:

**HUMAN RESOURCES OFFICE  
ATTN: MDNG-HRO-AGR  
AGR BRANCH  
Fifth Regiment Armory  
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES      NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1**

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION